

**ARIZONA DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION**

**STATEWIDE HUMAN RESOURCES POLICIES AND PROCEDURES**

<b>Policy Number:</b>	<b>Effective:</b> 07/01/2005
<b>Subject:</b> Holiday Compensation	<b>Revised:</b> 11/01/2011
<b>Policy Section:</b> Leave	<b>Supersedes:</b> 07/1/2005
<b>Responsible HRD Section:</b> Policy and Legislative Affairs	<b>Review Date:</b> 11/01/2012

**Scope:**

All ADOA Personnel System agencies, boards, and commissions

**Authority:**

A.R.S. § 1-301, Holidays enumerated  
A.R.S. § 38-608, Compensation or time off for legal holidays  
A.A.C. R2-5-402, Holidays

**Definition(s):**

*"Holiday"* means the ten (10) state service holidays listed in R2-5-402(A).

*"Holiday compensation"* means, for each hour of holiday compensation authorized, at the option of the agency head, either:

- one hour of additional pay at the employee's current salary rate;
- one hour of annual leave; or,
- one hour time off with pay on an alternate work day, specified by the agency head, after the holiday and within the same pay period, or the succeeding pay period.

*"Not scheduled to work"* means the employee is not scheduled to work on a day on which one of the state service holidays is observed. Examples of an employee not scheduled to work would include:

- an employee on an alternate work schedule
- an employee on paid leave status
- an employee on unpaid leave status

*"Scheduled to work"* means that, but for the holiday, the employee would have been expected to report to work on the day on which the holiday is observed.

**Policy:**

***Observance of Holiday***

Observed state service holidays are listed in ADOA Personnel Rule R2-5-402(A). A.R.S. §1-301 provides that a state service holiday which occurs on a Saturday will be observed on the preceding Friday, and a state service holiday which occurs on a Sunday will be observed on the following Monday.

***Maximum Amount of Compensation***

An employee may not receive more than eight (8) hours of holiday compensation for any holiday.

***Employees on Alternate Work Schedules***

*Scheduled to work:* If a holiday is observed on an employee's scheduled workday that exceeds 8 hours, the employee may, at the option of the agency head, either: use annual leave or compensatory leave, if available, for all time in excess of the allowed 8-hour holiday, or adjust his/her work hours during that work week (i.e., flex), or be required to alter his/her schedule to 5 8-hour days for the work week.

*Not scheduled to work:* If a holiday is observed on a day the employee is not scheduled to work, and providing the employee is not on leave without pay (LWOP) on the employee's work days immediately preceding or following the holiday, the employee may, at the option of the agency head, either: receive holiday pay, receive (holiday) annual leave, or receive a day off with pay on an alternate work day (must be after the holiday and during the same pay period, or the succeeding pay period) as specified by the agency head.

***Holidays During Absences***

If the date on which a holiday is observed is either during or is immediately preceded or followed by an employee's paid leave status, the employee's absence is not charged to the leave and the employee receives holiday compensation. Paid leave includes any donated annual leave received.

An employee who is on LWOP on the employee's work days immediately preceding or following the day on which the holiday is observed does not receive holiday compensation.

***Employees Required to Work***

Any employee, with the exception of those listed below, who is required to work on a day on which one of the holidays is observed shall receive both holiday compensation (not to exceed 8 hours) for the holiday and one hour of pay at the current salary rate for each hour worked.

***Part-Time, Temporary, Emergency, and Clerical Pool Employees***

Part-time employees, who are scheduled to work or required to work on a day on which a holiday is observed, receive a proportional amount of holiday compensation, according to the percentage of time worked. A part-time employee who works a percentage of time other than  $\frac{1}{4}$  time,  $\frac{1}{2}$  time, or  $\frac{3}{4}$  time receives holiday compensation at the next lower rate.

Temporary, emergency, and clerical pool employees, who are either scheduled to work or required to work on a day on which a holiday is observed, receive holiday pay provided they are in pay status on their work days immediately preceding and following the holiday.

Temporary, emergency, and clerical pool employees do not accrue annual leave and, if eligible for holiday compensation, receive either pay or time off (refer to definition of holiday compensation).

Part-time, temporary, emergency, and clerical employees, who are not scheduled to work on a day on which one of the holidays is observed, are not eligible for holiday compensation.

***Suspensions***

Suspensions are not intended to affect an employee's eligibility for holiday compensation. Under this policy only, an employee who is on suspension without pay either immediately preceding or immediately following a day on which a holiday is observed will be eligible for the holiday. An employee may not be placed on suspension without pay on a day on which a holiday is observed.

***Movement Between Agencies***

An employee who is moving from one state agency to another without a break in service and whose last normally scheduled day of work for the losing agency falls on the day a holiday is observed shall receive pay for the holiday from the losing agency. An employee who is moving from one state agency to another without a break in service and whose first normally scheduled day of work for the gaining agency falls on the day a holiday is observed shall receive pay for the holiday from the gaining agency.

***Uncovered, Excluded Employee Required to Work***

An employee who is not covered under state merit system rules and excluded from receiving either overtime pay or compensatory leave, who is required to work on a day on which one of the holidays is observed, shall receive only his/her regular salary and does not receive any additional compensation for hours worked on the holiday.

**Related Attachment(s):**

Attachment A - Examples of Holiday Compensation

**Corresponding Policy(ies):**

Not applicable

**Contact:**

If you have any questions related to HR Policy, please contact your agency's Human Resources Office/representative.

**Policy History (supersedes):**

- Statewide Human Resources Policies and Procedures - Holiday Compensation (07/01/05)

**Attachment A - Examples of Holiday Compensation**

Note: The examples provided below are for illustrative purposes only and address only some of the most common scenarios. If you have any questions related to HR Policy, please contact your agency's Human Resources Office/representative.

**Example 1: Scheduled To Work**

**Regular, full-time employee; 5 8-hour days**

A regular, full-time employee is scheduled to work Monday – Friday, 8 hours each day. The holiday falls on Monday. The employee was in pay status the preceding Friday and works Tuesday – Friday of the current (holiday) week.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
100/Regular Hrs.				8	8	8	8
320/Sched. Holiday			8				

The employee is entitled to be absent with pay for the number of hours regularly scheduled to work, not to exceed 8, and receives 8 hours holiday pay.

**Regular, full-time employee; 4 10-hour days**

A regular, full-time employee is scheduled to work Monday – Thursday, 10 hours each day. The holiday falls on Monday. The employee was in pay status the preceding Thursday and works Tuesday – Thursday of the current (holiday) week.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
100/Regular Hrs.				10	10	10	
320/Sched. Holiday			8*				

The employee is entitled to be absent with pay for the number of hours regularly scheduled to work, not to exceed 8, and receives 8 hours holiday pay. \*Note: This employee may, at the option of the agency head, either charge 2 hours of annual leave or compensatory leave, if available, in order to total 10 hours for Monday; OR work an additional 2 hours during the work week in order to total 32 hours worked; OR alter his/her schedule to 5 8-hour days for the work week.

**Regular, part-time employee; 20 hours per week (½ time); 4 hours per day**

A regular, part-time employee is scheduled to work Monday – Friday, 4 hours each day. The holiday falls on Monday. The employee was in pay status the preceding Friday and works Tuesday – Friday of the current (holiday) week.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
100/Regular Hrs.				4	4	4	4
320/Sched. Holiday			4				

The employee is entitled to a proportional amount (50%) of holiday pay, or 4 hours.

**Regular, part-time; 20 hours per week (½ time); 2 8-hour days; 1 4-hour day**

A regular, part-time employee is scheduled to work Monday, 8 hours; Tuesday, 8 hours; and Wednesday, 4 hours. The holiday falls on Monday. The employee was in pay status the preceding Wednesday and works Tuesday and Wednesday of the current (holiday) week.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
100/Regular Hrs.				8	4		
320/Sched. Holiday			4				

The employee is entitled to a proportional amount (50%) of holiday pay, or 4 hours. Note: This employee may, at the option of the agency head, be scheduled to work 8 hours on Wednesday, or 4 hours on an alternate day during the work week, in order to total to 20 hours.

### **Example 2: Not Scheduled To Work**

#### **Regular, full-time employee; alternate work schedule**

A regular, full-time employee is scheduled to work Saturday, and Tuesday – Friday, 8 hours each day. The holiday falls on Monday, the employee's regular day off (RDO).

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
100/Regular Hrs.	8			8	8	8	8
320/Sched. Holiday			8*				

\*Provided the employee is not on LWOP on Saturday (the employee's work day immediately preceding the holiday) OR Tuesday (the employee's work day following the holiday); the employee is eligible for either of the following, at the agency head's option:

- 8 hours holiday pay, which would result in the employee receiving 48 hours pay; OR
- 8 hours of (holiday) annual leave; OR
- a day off with pay on an alternate work day as specified by the agency head. Note: the alternate day off must be after the holiday and during the same pay period, or the succeeding (next) pay period.

#### **Regular, full-time employee; paid leave status**

A regular, full-time employee is on approved, annual leave and thus is not scheduled to work the week in which a holiday is observed.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
300/Vacation Taken				8	8	8	8
320/Sched. Holiday			8				

Provided the employee is not on LWOP on the previous Friday (the employee's work day immediately preceding the holiday) OR Tuesday (the employee's work day following the holiday), the employee is eligible for holiday compensation.

#### **Regular, full-time employee; unpaid leave status**

A regular, full-time employee is on medical leave without pay (LWOP) and thus is not scheduled to work the week in which a holiday is observed.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
640/LWOP			8	8	8	8	8

Because this employee was on LWOP on the employee's work day immediately preceding or following the holiday, the employee is not eligible for holiday compensation.

### **Example 3: Required To Work**

#### **Regular, full-time employee; 5 8-hour days**

A regular, full-time employee is scheduled to work Monday – Friday, 8 hours each day. The holiday falls on Monday. The employee is required to work 8 hours on Monday in order to maintain essential state services.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
100/Regular Hrs.			8	8	8	8	8
320/Sched. Holiday			8*				

## Statewide Human Resources Policies and Procedures

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\*The employee is eligible for either of the following, at the agency head's option:

- 8 hours holiday pay, which would result in the employee receiving 48 hours pay; OR
- 8 hours of (holiday) annual leave; OR
- a day off with pay on an alternate work day as specified by the agency head. Note: the alternate day off must be after the holiday and during the same pay period, or the succeeding (next) pay period.

#### **Temporary, part-time employee; 20 hours per week (½ time)**

A temporary employee is scheduled to work Saturdays and Sundays, 10 hours each day, for a total of 20 hours per week (½ time). The holiday falls on Monday. The employee is required to work 8 hours on Monday in order to maintain essential state services.

Pay Codes	Sat	Sun	Mon	Tue	Wed	Thu	Fri
100/Regular Hrs.	10	10	8				
320/Sched. Holiday			4*				

\*The employee is eligible for both holiday compensation (because the employee is part-time, he/she is entitled to a proportional amount of holiday pay) and one hour of pay for each hour worked.